

**Invitation of applications for appointment as Consultant in the Department of
Economic Affairs, Ministry of Finance**

The Department of Economic Affairs (DEA) proposes to engage Consultants in Commodity Derivatives (CD) Division, Budget Division, Office of PEA (O/o PEA), Multilateral Institutions (MI) Division, Currency and Coinage (C&C) Division and Bilateral Cooperation (BC) Division for attending to specific and time-bound jobs of this Department. Only persons with requisite qualification and experience as prescribed would be hired as Consultant. Each applicant has to specify for which Division is he/she applying for. The details of the advertisement are as follows:-

1. Qualification:

1.1 Essential :- Master's degree or LLB/ LLM with minimum three years post-qualification relevant professional/ academic/ research experience.

1.2 Desired qualification for CD Division :- Preference shall be given to a candidate having domain knowledge in the field of Finance or Economics (specially commodity derivatives market)

1.3 Desired qualification for Budget Division :- Preference shall be given to candidate with degree in Law/Economics/Finance

1.4 Desired qualification for O/o PEA:- Preference shall be given to candidate having a post graduate in Economics with atleast 3 years of experience in macroeconomic apolicy including trade, fiscal marketing, banking

1.5 Desired qualification for MI Division :- Preference shall be given to candidate with Masters in Economics from reputed Institution/ University.

1.6 Desired qualification for C&C Division :- Experience in Digital Payment area, PSS act and Crypto currency.

2. Age Limit:

Not exceeding 50 years

3. Tenure:

3.1 The initial appointment shall be for a period of one year which can be extended to a maximum period of 3 years (1 year + 1 year + 1 year) subject to performance of the professional in the Division concerned being highly useful.

3.2 The appointment of Consultant is of a temporary nature and the appointment can be cancelled at any time by the Department without assigning any reason.

4. Other Entitlements/ Conditions

4.1 Remuneration

All inclusive remuneration shall be Rs. 80,000/- per month. The Consultant will be entitled to an annual increment of Rs. 6,000/- in their remuneration, in case the tenure is extended.



4.2 Tax Deduction at Source:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.

4.3 Other Allowances:

No TA/DA shall be admissible for joining the assignment or on its completion. No other allowances or perquisites whatsoever like accommodation, residential phone, conveyance/ transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to Consultant.

5. Leave :-

Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.

6. Confidentiality

A. The Consultant may not, except with the previous sanction of Department of Economic Affairs in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, without the prior approval of the DEA.

B. During the period of assignment with Department of Economic Affairs, the Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know/ have the same.

C. The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

7. Termination of Agreement

The Department may terminate a contract to which these Terms apply if:

- I. The Consultant is unable to address the assigned works.
- II. Quality of the assigned works is not to the satisfaction of the Department.
- III. The Consultant fails in timely achievement of the milestones as finally decided by the user division.
- IV. The Consultant is found lacking in honesty or integrity or violates the confidentiality clause.



8. Requirement of prior notice

The Consultancy can be terminated by the Consultant by serving a notice period of 30 days or one month salary in lieu thereof.

9. Submission of application:

Separate applications shall have to be submitted for each Division indicating at the top of the envelope the post and the Division for which the candidate wishes to apply. The application in the format given in Annexure-I, should reach Room No. 230, D/o Economic Affairs, M/o Finance, North Block, Central Secretariat by post or email recruitment-dea@gov.in on or before 21st November 2017. For any further enquiry, please contact at Telephone No. 011-23095249 between 3:00 PM to 5:00PM.

Sanjeev

Annexure-I

The persons who fulfill the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:-

1. Post for which applying :-
2. Name of the Division for which applying :-
3. Format for Application

- (i) Name:
- (ii) Date of Birth:
- (iii) Address for correspondence:
- (iv) Contact No.: Landline _____ Mobile: _____
Email:

- (v) Academic Qualification (In reverse order, starting from the latest):

S.No.	Degree	Year	Subjects	University/ Institute	Class/ Division	distinction (if any)

* Attach Separate copy if required.

- (vi) Professional Qualification (In reverse order, starting from the latest):

S.No.	Degree	Year	Subjects	University/ Institute	Class/ Division	distinction (if any)

* Attach Separate copy if required.

- (vii) List of relevant technical and academic publications:

- (viii) Relevant experience:

- (a) No. of total years of experience and name of organisations.
- (b) Year-wise tasks of similar nature carried out during last three years.
- (c) Relevant experience of working for national bodies.
- (d) Relevant experience of working for international bodies.
- (e) Works of similar nature in hand and the expected date of completion

- (ix) A short note on your suitability for the post.

Recent self attested photograph

Date:

Place:

Name & Signature of the applicant